

I don't have my parking identification tag today...

What do I do?

1. You must obtain a **temporary parking permit** for the day.
2. Request a **temporary parking permit** at Plant Management, Admin Building.
3. Stop by first thing in the morning to avoid having your vehicle ticketed or towed.
4. **Temporary free parking** is available for you in Lot Q while you obtain your **temporary parking permit** (see map below):

- Enter Lot Q on the Sherburne Avenue side.
- Turn down the first row.
- Park in one of the first three stalls closest to Cedar Street.
- These stalls are identified with a sign reading:

**Plant Management Parking
Customers Only
15 minute limit**

- Remember to observe the time limit.
 - The Administration Building entrance is on Sherburne Avenue.
5. When you stop by to request a **temporary parking permit**, be sure to say that you have a contract but forgot your tag.
 6. Upon verification of your parking contract status, you will be issued a **temporary parking permit** at no charge.
 7. Your **temporary parking permit** must be displayed in your vehicle to park in PMD-managed facilities. Be sure to display it on the **dash – driver's side** of your vehicle. Failing to do this may result in your vehicle being ticketed or towed.
 8. **You no longer have to notify Capitol Security.** Capitol Security no longer takes calls for parkers who forget their State Parking Identification Tag.

9. Be reminded that creating, altering, or photocopying parking identification tags or permits:
- Is considered to be a misuse/abuse of your parking benefit.
 - Is in violation of your parking contract.
 - May result in suspension or cancellation of your parking contract.
 - May result in criminal charges of theft or fraud being filed against you by Capitol Complex Security Division of the State Patrol.
 - May result in your employer taking disciplinary action against you.

